

## Contract Proctor Samples

This document outlines the procedure for creating samples of aggregate and borrow material coming to labs for proctor/density/moisture testing.

Note: For **aggregate base material** use appropriate "Type/Grade" **903.05** material code or **903.15.124-Agg Cement Agg Base (Gravel)**, or **903.15.125- Agg Cement Agg Base (Chert)**

Below are screen captures detailing data that needs to be captured in the sample record for **soil samples** using material code **203.02.002**:

The screenshot shows a software interface with a tabbed menu at the top: 'Basic Sample Data' (selected), 'Addtl Sample Data', 'Contract', 'Other', and 'Tests'. The 'Basic Sample Data' tab contains the following fields:

- Smpl ID:** jj01563156G155738
- Status:** Pending (dropdown)
- Revised By:** (empty)
- Revising:** (empty)
- Sample Date:** 06/16/15
- Link To:** (empty)
- Link From:** (empty)
- Log Date:** 06/16/15
- Smpl Type:** Information Only (dropdown)
- Acpt Meth:** Information Only (dropdown)
- Material:** 203.02.002
- Borrow (Unclassified):** (empty)
- Sample:** jj01563
- Evans, Bobby:** (empty)
- P/S:** (empty)
- Type:** (empty)
- City:** (empty)
- Prod Nm:** (empty)
- Mnfctr:** (empty)
- Town:** (empty)
- Geog Area:** Region 3 - Davidson (dropdown)
- Intd Use:** Contract CNX000 borrow pit (text box)
- Repr Qty:** .000 Cubic Yard (dropdown)
- Lab Control Number:** CNjj01563156G155738
- Auth By:** (empty)
- Auth Date:** 00/00/00
- Lab Reference Number:** (empty)
- Lock Type:** HQ (dropdown)
- Locked By:** (empty)
- Lock Date:** (empty)

**Material:** Always use 203.02.002 for soil & codes listed above for base aggregate. The test results will determine what contract item material codes the material can be used for.

**Geog Area:** Select the Region and county the sample came from.

**Intd Use:** list the contract number and that it is a borrow or base material.

Basic Sample Data   **Addtl Sample Data**   Contract   Other   Tests

Smpl ID: j01563156G155738   Buy American: ☐   Witnessed By:

Reqst By:    Smpl Size:

Dist from Grade:

Station: 12+34   Offset: 165'   Reference: RT of CL

Smpld From: additional location data can be entered

Smpl Origin:

Control Type:    Cntrl Number:    Seal Number:

Design Type:    Mix ID:

Plant ID:    Plant Type:

Creator User ID:    Include Standard Remarks: ☐   Sample Created from DWR: ☐

Last Modified User ID:    Last Modified Date: 00/00/00   DWR Date: 00/00/00   DWR Inspector:

Enter enough data to tie down the location where the material was sampled from on the Addtl Sample Data tab.

This report has been designed to pull info going into the "Depth" field from the "Sampled From" field. This will allow data such as 4.5' to 12' to be entered.

Maintain Sample Information

Basic Sample Data   Addtl Sample Data   Contract   **Other**   Tests

Sample: j01563155T110238

Type	ID	Description
Destination Lab	TDOT233000	DEST - TDOT Region 2
Contract	CNA251	GRADE, DRAIN AND PAVING ON S.R. 32

In order for the contract number to be available when running the proctor report, the contract must be entered on the "Other" tab.